



REQUEST FOR REPLATTING OF RESIDENTIAL LOTS BUREAU OF PLANNING CITY OF ATLANTA, GEORGIA

****This application is used to reinstate historical lots of record. Requests to move existing residential lot lines should request and submit the standard residential replatting application.****

A Note to Applicants for Lots of Record Replatting Requests:

As of January 24, 2005, the procedure for the administrative acknowledgement of replats to the historic lots of record has changed. You are now required to attend a scheduled NPU meeting in order to present the information to the NPU general body for comment and review. You are also encouraged to attend the scheduled Lot of Record Review Meeting; both meetings will be scheduled once an application is submitted. Once the NPU process has been completed, we will complete the review process to determine whether the lots can be acknowledged or if more information is needed. Property involved in lots of record requests are subject to site visits by Bureau of Planning Staff upon receipt of any application.

The ordinance requires that any structure that crosses over any historic lot line that you wish to reinstate needs to be demolished prior to the approval of the historic lots of record. Note, if the configuration or square footage of the lots does not match the dimensions of the historic lots for reasons other than right of way acquisition, the lots are not eligible to be split using this procedure. As with all residential lots within the City, a subdivision request can be submitted for review for compliance to the subdivision ordinance, site development standards and zoning requirements.

The following information is needed for all lots of record requests:

- Five copies (one certified copy) of the historic plat, which proves that the lots existed as requested. The historic plat should clearly outline the boundary dimensions of the subject lot and must be legible. This historic plat information should come from a source recognized as an official holder of the data than can be used to help make this type of determination. Information from the Tax Assessor, sewer maps or Sanborn maps are not official sources of data.
- A title search must be performed concerning the transfer of title over the entire life of all lots that are requested and would result if the application is approved. If the warranty deeds do not continuously reference the desired historic lots with separate metes and bounds legal descriptions, the application can not be approved. Complete copies of the required deeds must be presented with the submission.
- 15 copies of a survey or plat must be provided with the information referenced below:
 - Survey must show all resultant property lines as solid lines that match the configuration of the historic lot lines. The proposed replatting will show the setbacks for the current zoning classification (as dashed lines) within the lot, dimensioned lot lines (bearings and lengths) and size of the resultant lot(s) by square footage and acreage (3-place accuracy).
 - The new surveys should reflect the name, size & extents of all bordering right of ways. The new survey should show the current names of the streets and must also reference the former name as shown on the historic plat (if the street names are different than the current names of the streets). The referenced lots should reflect the original lot numbers according to the historic plat reference and the corresponding deeds.
 - Provide the distance from both edges of the lot to the nearest intersection on the same side of the road. Distance measurements must reference the current and former name of the street (if the street names shown on the historic plat are different than the current names of the streets).
 - The survey should reflect all existing conditions on the site, i.e., structures, driveways, retaining walls, fences, patios, decks, etc.
 - Survey must be prepared by a licensed surveyor. Surveyor must sign through seal.
 - Label all property pins (found or placed)
 - Boundary lines should be obtained from actual field-run survey records.
 - Applicants will be required to handle the recording of lots with the appropriate county office, including the payment of an \$8 fee in Dekalb County and a \$9 per page fee in Fulton County. Sixteen individually folded copies must be returned to the Bureau of Planning.

****This application is used to reinstate historical lots of record. Requests to move existing residential lot lines should request and submit the standard residential replatting application.****



REQUEST FOR REPLATTING OF RESIDENTIAL LOTS

BUREAU OF PLANNING

CITY OF ATLANTA, GEORGIA

DATE FILED _____ APPLICATION NUMBER _____

ADDRESS(ES) OF PROPERTY _____

Lot of Record replat applications are processed on an “as requested” basis and requires that the applicant presents the Lot of Record replatting request to the appropriate Neighborhood Planning Unit (NPU).

NAME OF APPLICANT _____ PHONE NUMBER: _____

NAME OF COMPANY _____ CELL NUMBER: _____

E-MAIL ADDRESS _____ FAX NUMBER: _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

IF MORE THAN ONE OWNER, LIST ADDITIONAL OWNERS ON A SEPARATE SHEET

NAME OF OWNER _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

INSTRUCTIONS FOR THE LOTS OF RECORD PROCESS ARE INCLUDED ON THE PREVIOUS PAGE:
(NOTE – AN INCOMPLETE APPLICATION MAY CAUSE A DELAY IN REVIEW, BE RETURNED TO THE APPLICANT OR RESULT IN A DENIAL)

PLAT INFORMATION

PLAT BOOK _____ PAGE NUMBER _____ SOURCE OF INFORMATION _____

NPU INFORMATION

NPU _____ NPU MEETING DATE _____ TIME _____

NPU CHAIR _____ PHONE NUMBER _____

ZONING CONTACT _____ PHONE NUMBER _____

NPU MEETING LOCATION _____

LOTS OF RECORD REVIEW MEETING DATE _____ @ 2:00 PM

I HEREBY REQUEST approval of the replatting of the subject property according to the plans, which are submitted as a part of this application. I HEREBY AUTHORIZE the staff of the City of Atlanta to inspect the premises of the above described property. I HEREBY SWEAR AND AFFIRM that all statements contained herein and attached hereto are true and correct to the best of my knowledge and belief.

Owner or Agent for Owner (Applicant) _____

LOTS OF RECORD RESIDENTIAL REPLAT REQUEST – (PAGE 2)



REQUEST FOR REPLATTING OF RESIDENTIAL LOTS

BUREAU OF PLANNING

CITY OF ATLANTA, GEORGIA

PROJECT SUMMARY FORM

ADDRESS OF PROPERTY _____

(Indicate addresses and/or parcel ID numbers of all properties involved in proposed replatting)

The subject property fronts _____ feet on the _____ side of _____, beginning _____ feet from the _____ corner of _____.

Depth _____

Area _____

Land Lot _____

District _____

Zoning _____

Council District _____

Neighborhood Planning Unit (s) _____

Number of Lots to be Reinstated _____

INDICATE THE PURPOSE OF THE REQUESTED REPLAT (BE SPECIFIC)

Is this replat a requirement for obtaining a building permit? ☐ Yes ☐ No *(Attach any comments received from the referring Bureau.)*

Name of Referring Staff Member in the Bureau of Buildings _____

Is this replat request a result of an approved rezoning? ☐ Yes ☐ No Case Number _____

Is this replat request needed to proceed with or a result of an Urban Enterprise Zone Application? ☐ Yes ☐ No

I HEREBY ACKNOWLEDGE that if the subject parcel is zoned for single family residential use and consolidated for the purpose of creating a single larger parcel, any subsequent resubdivision of the property is subject to the requirements of the current zoning district and Part 15 –City of Atlanta Subdivision Ordinance.

NAME _____

DATE _____

INDICATE ADDITIONAL INFORMATION THAT WILL ASSIST WITH THE REVIEW OF THIS APPLICATION.

LOTS OF RECORD RESIDENTIAL REPLAT REQUEST – (PAGE 3)



**REQUEST FOR REPLATTING OF RESIDENTIAL LOTS
BUREAU OF PLANNING
CITY OF ATLANTA, GEORGIA**

**AFFIDAVIT
AUTHORIZATION BY PROPERTY OWNER
APPLICATION FOR LOT OF RECORD REPLATTING
CITY OF ATLANTA, GEORGIA**

I swear that I am the owner _____
(Indicate addresses and/or parcel ID numbers of all properties involved in proposed replatting)

_____ which is the subject of the attached
application for land subdivision, and is shown in the records of _____ County, Georgia.

I authorize the person named below to act as my agent in the pursuit of this application for the subdivision of the
subject property.

NAME OF APPLICANT _____

ADDRESS OF APPLICANT _____

APPLICANT'S TELEPHONE NUMBER _____

APPLICANT'S EMAIL ADDRESS _____

NAME OF OWNER _____

SIGNATURE OF OWNER _____

NOTARIAL STATEMENT FOR PROPERTY OWNER

Sworn to and subscribed before me this _____ day of

_____, 200_____

Notary Public

LOTS OF RECORD RESIDENTIAL REPLAT REQUEST - (PAGE 4)